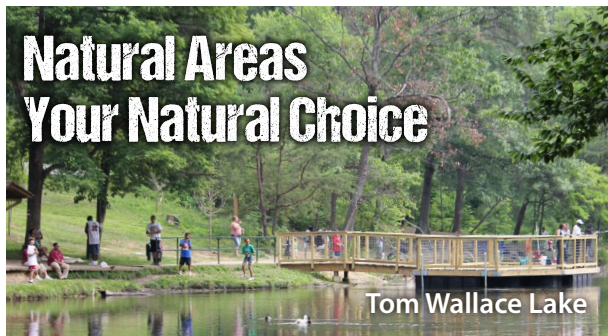


Natural Areas Your Natural Choice



Tom Wallace Lake

Horine Conference Center



Waverly Park



Horine Conference Center

FREQUENTLY ASKED QUESTIONS

Are pets allowed?

Yes, pets are welcome in the park, but must remain on leash and under control at all times, per Metro Ordinance. Inside the Conference Center is restricted to certified service animals only. Please clean up after all pets.

May I smoke?

Smoking inside government buildings is prohibited. Smokers should be 50 feet from the building. Please dispose of cigarettes responsibly.

What about alcohol?

Alcohol is prohibited in Metro Parks.

Weddings at the Conference Center may serve alcohol only if provided and served by an approved caterer.

Must I use your caterer?

Carry-in food is allowed for small gatherings and, of course, picnics. Catering in the Conference Center requires choosing from the Louisville Metro Approved Catering List.

What does Non-Standard Lawn Use mean?

Metro Parks understands family gatherings and meetings can be more entertaining with outdoor activity and encourages an active lifestyle. Games, grills and picnic tables are considered normal use of the lawn. For large weddings requiring canopy, chair and table rental for the lawn, a non-standard lawn use fee will be incurred.

May we rent canopies, tables and chairs for lawn use?

Metro Parks does not have rental items for outdoor use; however, these items can be arranged through a separate vendor. Please contact our office to arrange delivery and pick up, which may incur a Load In/Load Out fee if separate from the rental date.

Is there anything we need to bring?

You will need coffee and coffee filters, serving utensils, paper dining products, Dry Erase markers if needed. The Forest supplies coffee maker & cups, microwave and stove for warming, refrigerator, up to 3 bags of ice, and trash bags.

Is there a kitchen?

Yes, the kitchen is fully equipped with microwave, coffee maker, stove and refrigerator to be used for warming and cooling only. No cooking please.

How many people does the Conference Center hold?

The Horine Conference Center has a maximum capacity of 75 people in the building. The building consists of a main conference area, two breakout rooms a lounge and kitchen. Each area, except the kitchen, can accommodate 25-30 people.

How many vehicles can we park at the Conference Center?

Up to four vehicles are allowed to park in the turnaround area next to the building. Additional vehicles are required to use the main gravel parking area.

What technology is available in the Conference Center?

The Horine Conference Center is equipped with an audio-visual system in the main conference room, complete with ceiling projector and laptop hookups. Wi-fi and cable are not available at this time.

JEFFERSON MEMORIAL FOREST

natural
areas

LOUISVILLE METRO PARKS

Natural Areas Rental Facilities

Jefferson Memorial Forest

11311 Mitchell Hill Road
Fairdale, KY 40118

502/368-5404

FAX 502/368-6517

memorialforest.com
forest@louisvilleky.gov

PICNIC SHELTERS

Requests for additional portable restrooms will be charged \$60. We do not relocate existing portable restrooms.

TOM WALLACE SHELTERS **\$35**

Three available; 25 persons maximum per shelter.

WAVERLY PARK SHELTER **\$35**

One available; 25 persons maximum.

WAVERLY PARK PIER **\$75**

One available, includes shelter and pier. 40 maximum in shelter; 15 maximum on pier.

PRESSURE WASH FEE **\$100**

Non-routine, non-scheduled.

HORINE CONFERENCE CENTER

Rental includes the entire building plus lawn, available from 8 a.m. to 6 p.m. The center has a main conference area with fireplace, two break-out rooms, separate restrooms, a full-service kitchen and a lounge with fireplace. Building capacity is 75, although not all will fit into one room. Refer to Special Events and Weddings listings for additional information.

NONPROFIT **\$200**

Must provide proof of nonprofit status.

INDIVIDUALS/GROUPS **\$300**

CORPORATE **\$400**

EXTRA HOURS **\$25/hour**

Not to exceed 11 p.m.

UNSCHEDULED HOURS **\$50/hour**

DAMAGE DEPOSIT

Meetings/corporate retreats: **\$0 (damages billed at cost)***

Other Uses **\$250***

CANCELLATION FEE

1 month notice: **25% of damage deposit**

Less than 1 month: **Entire damage deposit**

SPECIAL EVENTS

REFUNDABLE DAMAGE DEPOSIT **\$250***

We reserve the right to raise deposits for events with high impact potential.

EVENT FEE PER DAY **\$150**

If more than 500 attendees: **\$15/100**

LOAD IN/LOAD OUT **\$100/day**

Applies to events and weddings.

PICNIC TABLES **\$150**

Up to 10 tables; additional tables: **\$15/table**

TRASH CANS **\$150**

Up to 10 cans; additional cans: **\$15/can**

ELECTRICAL PATCH BOX **\$125**

ELECTRICIAN **\$50/hour**

4 hour minimum.

PARK STAFF **\$25/hour**

4 hour minimum.

COMMERCIAL PHOTOGRAPHY PERMIT **\$150**

INFLATABLE PERMIT **\$25**

Per unit, inflatable provided by user. Proof of insurance required.

TRAIL EVENT FEE **\$150**

If more than 500 attendees: **\$15/100**

Plus \$2 per participant park impact fee verified by registration.

FESTIVAL FEE

Please inquire, fee determined by park impact.

CANCELLATION FEE

1 month notice: **25% of damage deposit**

Less than 1 month: **Entire damage deposit**

*Damage in excess of deposit amount will be billed at cost.

WEDDINGS

SHELTERS **\$185**

Capacity limits apply.

SIMPLE PIER/TOM WALLACE DOCK **\$150**

Capacity limit 15 persons. 1 hour maximum.

REFUNDABLE DAMAGE DEPOSIT **\$150***

HORINE CONFERENCE CENTER **\$450**

HORINE CONFERENCE CENTER REFUNDABLE DAMAGE DEPOSIT **\$250***

OPTIONS: CONFERENCE CENTER ONLY

REHEARSAL EVENING

Day: between 8 a.m.-6 p.m. **\$150**

Evening: between 6-10 p.m. **\$200**

NON-PASSIVE LAWN USAGE FEE **\$150**

Tents rentals, tables, stages.

CAMPING

Primitive tent sites only; no RVs, campers or pop-ups allowed. Showers not available. Latrines and/or portable restrooms available within the area. Pricing will vary slightly during high demand/festival weekends.

FAMILY SITES **\$15/night**

Seven available; 5 persons maximum.

GROUP SITES **\$30/night**

Four available; 75 persons maximum.

SEASONED FIREWOOD **\$10/unit**

Visit our website at memorialforest.com to view campsite photos.